

Job Title:	Administrative Assistant	Reports To:	Administrative Team Leader
Department/Group:	Administration	Job Code/ Req#:	70110
Location:	MI – Kalamazoo	Travel Required:	Yes
Level/Salary Range:	To be determined	Position Type:	Full-Time, Exempt
HR Contact:	Ashleigh Crisp Hobart	Date posted:	October 12, 2012
Will Train Applicant(s):	Yes	Posting Expires:	Until position is filled
Applications Accepted By:			
FAX OR E-MAIL: (269)492-1439 or hr@gshom.org Subject Line: Administrative Assistant - Kalamazoo Attention: HR Department		MAIL: HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008	
Job Description			
ROLE AND RESPONSIBILITIES <ol style="list-style-type: none"> 1. Provide clerical and administrative assistance to the Membership and Program departments. 2. Will personally assist the Program Manager with record keeping, mailings, phone calls and other duties as needed. 3. Screen potential program providers and direct them to appropriate staff member and region. 4. Answer routine inquiries of volunteers and staff in a courteous and helpful manner. 5. Prepare and edit letters, reports, questionnaires, forms and similar documents with Microsoft Office. 6. Maintain databases by entering, manipulating and analyzing data through Microsoft Office and online data registration systems. 7. Work within established departmental and organizational policies and procedures. 8. Maintain, monitor, and update files and records. 9. Recognize the need for, and maintain, the confidentiality of information, when appropriate. 10. Remain knowledgeable of council activities and relationships in order to disseminate mail, information, and other correspondence. 11. Schedule work in accordance with priorities, informing supervisor when necessary of conflicting priorities, to meet deadlines. 12. Type inter-agency communications, narrative and statistical documents when requested 13. Assist with answering a multi-line phone and transferring to appropriate staff member. 14. Assist in the retail shop as needed. 15. Job may require some travel between regions. 16. Other duties as assigned. 			
EDUCATION <ul style="list-style-type: none"> • Associate's degree or equivalent experience in a related field. 			
PREFERRED SKILLS <ul style="list-style-type: none"> • Possess excellent oral and written communication skills to work in team environment. • Assist with proofreading program documents. • Willingness to accept new responsibilities and handle multiple projects. • Ability to work independently, multi-tasking simultaneous projects and work well with all levels of staff 			

and volunteers.

- Computer literate/proficient in Microsoft Office, specifically Word and Excel.
- Organizational/multi-tasking skills.
- Excellent customer service.
- Perform in a professional and courteous manner at all times.

BENEFITS

- Medical
- Dental
- Vision
- Life
- Flexible Spending Accounts
- 403(b)
- Vacation
- Sick
- Personal Leave
- Floating Holiday
- Holiday Pay

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.